



*South Carolina*  
**BOARD OF**  
**ARCHITECTURAL EXAMINERS**

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**Board Office Hours**

8:30 a.m. – 5 p.m. Monday – Friday  
 Voice mail is activated after 5 p.m.  
 Telephone (803) 896-4408,  
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South Carolina Department of Labor,  
Licensing and Regulation

**Continuing Education – An Update**

June 30, 2004 marked the end of the second renewal period during which continuing education has been required in South Carolina. In August, we began the compliance audit, but at this writing, results are incomplete and cannot yet be reported. Our thanks to the many architects who responded promptly and completely to the audit.

Here are some tips that might be helpful as you accrue CE hours for the next renewal period:

- If you are not a member of AIA, get a certificate from the sponsor of any CE event you attend that shows your name, the title of the event, date of attendance, number of hours of CE credit (and whether or not they are h/s/w), and the name of the sponsoring organization or speaker. File this certificate, related brochures and notes you may have taken during the event.
- If you are a member of AIA, check your transcript periodically to ensure activities in which you participated are listed.
- If you have a legitimate hardship that prevents you from obtaining the required continuing education, you may request a waiver for the renewal period, explaining your circumstances in writing. At their

discretion, the Board may grant a waiver or give you an extension of time to obtain the required hours. For the renewal period ending in June 2004, the Board granted four waivers related to extended, medically-related situations or long term care situations.



- You are not eligible to renew your license until you have obtained the required 12 hours of continuing education. **DO NOT sign and submit the renewal form UNTIL you have actually attended or completed the event. Planning to attend an activity prior to June 30 is unacceptable.**

**attended or completed the event. Planning to attend an activity prior to June 30 is unacceptable.**

- If you have not completed the required 12 hours prior to June 30, your license will lapse, but it will be reinstated immediately upon receipt of your renewal form and the applicable fee.

Keep all pertinent documents related to continuing education in a file that is easily accessible in case you are chosen for audit. The turnaround reporting time is about two weeks, so being organized will help you meet that deadline.

**Firm Renewal Reminder!**

Firm registrations expire **December 31, 2004**. Renewal notices will be mailed in mid-November. If you have not received your firm renewal by December 1<sup>st</sup>, please e-mail Alice Richardson, [richardsona@llr.sc.gov](mailto:richardsona@llr.sc.gov) or call her at (803) 896-4408. We cannot be responsible for misplaced or mishandled mail, but we will promptly send another renewal form by mail or fax upon request.

If your firm has moved since December 2003, please send us your new address if you have not already done so. If architects employed by the firm use the firm's mailing address, they must also notify the Board in writing before this change can be made to their individual files.

# News for South Carolina Examination Candidates

For many years, South Carolina has had a four-year “rolling window” that affected credit retention of the Architect Registration Examination (ARE) divisions candidates had passed. In June 2004, NCARB adopted a uniform national standard of a five-year “rolling clock” that affects all candidates nationwide beginning in January 2006 (see article below).

Under South Carolina’s current regulations and guidelines, candidates have four years from the date their rolling window begins to pass all divisions of the examination. Under the guidelines, credit for each division passed is retained for four years after which time candidates were required to take the section(s) again. Section 40-3-240, the statute affecting this “rolling window,” is still in place and will remain in place until the South Carolina Legislature approves a change. The Board will work closely with legislators to bring South Carolina’s requirements in line with national guidelines that established a *five-year* “rolling clock,” effective January 1, 2006. (see article below). In the meantime, we will assess the eventual impact this change will have on current exam candidates.

South Carolina delegates to the NCARB meeting, where the five-year standard was adopted, voted in favor of the change. We salute members of NCARB’s Committee on Procedures and Documents for their extensive research, and we salute other states for supporting the concept. This change will implement a uniform examination standard for all jurisdictions, a move we believe is beneficial.

## Debut of Uniform, National “Rolling Clock” for the ARE

(Reprinted with NCARB’s permission)

After spirited discussion during NCARB’s 2004 Annual Meeting, a majority of Council member boards passed a resolution officially creating a “rolling clock” standard for the ARE. Under the terms of the rolling clock, which will be officially implemented on January 1, 2006, candidates for the ARE must pass the nine-division exam within five years. Three transitional rules, which are noted below, will guide this process.

### Transitional Rules

Three basic rules will guide the implementation of the rolling clock:

- Applicants who have passed all divisions of the ARE by January 1, 2006, regardless of the time taken, will have passed the ARE.
- Applicants who have passed one or more but not all divisions of the ARE by January 1, 2006, will have five years to pass all remaining divisions. A passing grade for any remaining division will be valid for five years, after which time the division must be retaken if the remaining divisions have not been passed. The five-year period will commence after January 1, 2006, on the date when the first passed division is administered.
- Applicants who have passed no divisions of the ARE by January 1, 2006, will be governed by the above five-year requirement. The five-year period shall commence on the date when the first passed division is administered.

### Background

NCARB’s Procedures & Documents Committee, led by Kevin Monson, AIA, of Iowa City, IA, recommended a rolling clock after extensively studying the issue. By establishing this standard, NCARB member boards recognize that the practice of architecture changes over time. Likewise, ARE content, its format, and its administration can change over time as well. In its statement of support, the P&D Committee noted, “Requiring that all divisions be passed within a reasonable period will better assure that the ARE remains a valid measure of the level of competence necessary to independently practice architecture. While some changes may occur within any five-year period, there is a lower likelihood that applicants will be tested under different forms of administration and methodologies than is the case currently with applicants having unlimited time in which to pass all divisions.” The Chauncey Group International, the Council’s test development and operations consultant for the ARE, also supports the rolling clock, suggesting that it is psychometrically appropriate especially as the exam continues to evolve. Unlike other professions (including the legal and accounting fields), architecture did not have a uniform, national rolling clock for examination prior to the passage of this resolution.

### What’s Next

Long before NCARB introduced this resolution, nine Member Boards already had implemented a rolling clock requirement, among them Texas, Delaware, and South Carolina. NCARB’s adoption of a *national* rolling clock requirement will implement a uniform standard for *all* jurisdictions, thus facilitating reciprocity. For those states with a rolling clock already in place, their individual requirements can be eliminated, thereby relieving them of some record-keeping burdens, while respecting the intent of their current standards.

For more information about the ARE rolling clock, please contact NCARB at (202) 783-6500.

# Designing Charter Schools

The information below is from the South Carolina Department of Education's Office of School Facilities. It is provided to architects designing facilities for charter schools in South Carolina. If you have questions about the content, please contact Stan Gailey of the Office of School Facilities (OSF) at (803) 734-4838 or by e-mail at [sgailey@sde.state.sc.us](mailto:sgailey@sde.state.sc.us).

The Office of School Facilities is presently the building official for the state of South Carolina for charter schools. As the building official, OSF needs to converse with design professionals knowledgeable in current building codes. For that reason, discussions with the Office of School Facilities beyond preliminary inquiries must be with the charter facility's design professional. Please help your owners understand this. Many owners want to second-guess code and call OSF to ask questions.

## Facilities Approval

The process for approval of charter schools by the Office of School Facilities, State Department of Education, is as follows:

1. The design professional **MUST** be licensed in South Carolina. In most cases, the design professional will be an architect.

2. The architect should perform a code analysis of the facility based on education occupancy only. *State regulations as defined in the Office of School Facilities' South Carolina School Facilities Planning and Construction Guide do not apply to charter schools.*

3. Submit the code analysis to the Office of School Facilities along with plans that show how code requirements are being met.

**Examples:** Show rated walls. Show fire pulls, alarms/strobes and fire extinguishers as required.

### Send the plans to:

Office of School Facilities  
3710 Landmark Drive, Suite 205  
Columbia, South Carolina 29204

It might be more economically feasible to sprinkle the building. Questions about the sprinkler system should be directed to Engineering Services at the State Fire Marshal's Office at (803) 896-9814. The sprinkler design must be approved by the Fire Marshal's Office.

4. The Office of School Facilities Construction will contact the architect to review the plans and provide comments as needed. This service typically takes less than 30 days.

5. In most cases, the architect will send a schematic design or design development plan to the OSF for an initial review. After code review, a set of construction documents will be submitted for review and approval to bid. Typically, a minimum of two reviews will be required by the OSF. The architect must receive approval from OSF before the bidding can begin. OSF will issue a letter of approval to bid.

6. Because charter school buildings are privately owned, the contractor must obtain a local building permit.

7. Once construction is underway and has progressed sufficiently, the architect should contact OSF to schedule an "above ceiling inspection," if required. At the end of the construction, the architect must call for an occupancy inspection. Contact Nikki Amaker at (803) 734-4856 to schedule these inspections.

Charter schools must have a letter of occupancy approval from the Office of School Facilities before occupying the facility.

## NCARB's Monograph Series

Need continuing education hours for renewal of your license? If so, the NCARB monographs offer an easy and convenient way to obtain health/safety/welfare hours in the comfort of your home or office. Order the monograph online or send in a form by fax. Then read the monograph—written by experts in the field—and take a test, again either online or on paper. Once you successfully complete the test, you will receive a certificate as verification of completion. It couldn't be easier!

### Monographs available for purchase are:

Getting to Smart Growth (6 PDUs)  
Design Within a Community Context (8 PDUs)  
Cracking the Codes (8 PDUs per quiz; there are 2 quizzes)  
Building Envelope (10 PDU's)

Energy-Conscious Architecture (10 PDUs)  
Fire Safety in Buildings (10 PDUs)  
Improving Building Performance (10 PDUs)  
Indoor Environment (10 PDUs)  
Low-Slope Roofing I (10 PDUs)  
Professional Conduct (10 PDUs)  
Seismic Mitigation (10 PDUs)  
Subsurface Conditions (10 PDUs)  
Sustainable Design (10 PDUs)  
Why Buildings Fail (10 PDUs)  
Low-Slope Roofing II (14 PDUs)  
Wind Forces (14 PDUs)

All monographs are accepted as continuing education credit by this Board. You may order monographs online at [www.ncarb.org](http://www.ncarb.org). Click on publications, then on monographs.



# Inactive Architects In-State and Out-of-State

Effective June 30, 2004, the individuals listed below are no longer licensed in South Carolina. If you would like to verify that a firm or individual has a current license, please access "Licensee Lookup" on the Board's Web site: <http://www.llr.state.sc.us/pol/architects/>

6301 - Henry E. Abderhalden	5765 - Tony L. Cummings	6581 - Benjamin J. Horten	6209 - Steve L. Nearhoof	6619 - Michael H. Staruch
5643 - Arthur S. Adams	5326 - Richard J. Dalton	6596 - Brewer T. Horton III	5946 - John R. Nichols	4377 - William A. Stephens
6231 - W. Robert P. Ames	4702 - Daniel J. Debettencourt	1939 - Arthur N. Hosking III	2242 - Dennis B. Nicholson	6253 - James B. Stewart
5429 - John F. Anderson	4949 - James R. Destefano	5335 - Kevin M. Hoskins	3263 - Richard E. Nolte	3528 - Norris Strawbridge
5802 - Paul G. Andrews	5835 - Paul F. Dinkins	6699 - Brian W. Houwman	5396 - Emerson S. Okes Jr	6550 - James C. Susman
2017 - Arthur (Brock) H. Arms	4352 - Rodger W. Dodson	4421 - Carl S. Hutchins	4808 - Ray S. Oliver	3190 - William S. Sykes
5210 - Anna H. Avrett	6654 - Joseph R. Donofro	5568 - Wesley O. Jennings	3972 - Joseph K. Oppermann	5741 - Robert S. Taylor Sr
5824 - Robert C. Balzer	1449 - Robert D. Eflin	743 - William L. Johnson	3077 - Gary A. Paterson	2912 - James H. Terjesen
6321 - Victoria M. Baran	2936 - Gareth N. Eich	6798 - Michael D. Jones	2836 - William H. Pelham	4091 - Eugene Terrill
6024 - James I. Barganier	6146 - Eugene V. Ellis	5113 - Robert P. Juengert	5274 - Michael A. Penney	5899 - O. Grant Tharp
4331 - William Carl Bateman II	603 - Albert R. Fant	585 - Roy F. Kendrick	5953 - Jon M. Pomeroy	530 - James L. Thomas
4969 - Kevin J. Bessolo	5112 - Thomas A. Faazel Jr	4628 - Michael D. Kephart	5811 - Jack W. Ponikvar	1890 - Charles S. Thompson
5699 - Tom R. Bissell	5988 - Mark T. Forth	3400 - Ara Keyfer	6204 - Anthony V. Pope	2852 - James C. Thompson
778 - Paul E. Blanchard	6680 - Jeffrey E. Fossum	3853 - Leevi Kiil	5307 - Larry N. Pope	1636 - Thomas W. Tilsley
4430 - Thomas D. Bohlen	2890 - Bobby G. Fowler	1522 - Ronald E. Kirby	5705 - David C. Ports	3562 - H. Ruth Todd
2044 - Norman L. Book	5892 - John Y. Fujiwara	5282 - Bruce F. Klein	3492 - John M. Powell	5521 - Tobin N. Tracey
4106 - Paul M. Borick	6459 - Anthony B. Fuller	1640 - Regan E. Klein	6203 - Hollis E. Puckett Jr	2169 - Stephen J. Tylka
6623 - William B. Brace	3327 - Michael A. Gallis	5762 - Steven K. Knierim	5423 - Norman H. Rehm Jr	3949 - Joel P. Van Dyke
1094 - Richard H. Bradfield	5006 - Peter A. Gisolfi	3992 - Mark A. Koll	5285 - Francis T. Reising	6251 - Michael P. Vascellaro
1520 - E. Riley Bray	1649 - Max I. Gordon	5398 - John A. Kreishman	4399 - Glenn B. Richardson Jr	3484 - George C. Vaughn
2528 - Alvah P. Breitweiser	2728 - Addison C. Gottshalk III	5353 - Marek K. Krukowski	5344 - Robert G. Rietow	5884 - Walter T. Vick III
4181 - David A. Brignati	1858 - Charles A. Graham Jr	6576 - James R. Kuschel	5460 - James G. Riggins	1119 - Wilmont Vickrey
3779 - Joseph L. Brown III	4799 - Richard J. Green	5205 - Richard Scott Ladson	1743 - Gus J. Roberts	2379 - Joseph R. Vislay
5532 - Norris A. Broyles III	5395 - Charles O. Griffin	6177 - Michael Landau	4240 - Frederick J. Roecker	4078 - Jon Kurt Von Achen
6456 - Richard L. Burton Jr	1309 - Herman C. Grube	6019 - Gary R. Lang	2308 - Charles F. Rogers, II	4595 - Daniel W. M. Waddell
2660 - Perry L. Butcher	6210 - Joseph J. Guidroz III	821 - John B. Langley	2945 - Surapun Rojanatavorn	4207 - David K. Wagner
4488 - Sanford E. Byers	4598 - Hollis W. Gwinn Jr	6331 - Stephen F. Lazar	4759 - Steven H. Ruiz	5808 - Kathleen A. Warman
5535 - Robert J. Carlson	3555 - Scott C. Hafer	6095 - Marshall I. Levy	5327 - Harry E. Russell III	4882 - Randy M. Westbrook
1797 - Philip G. Carnes III	5523 - Selden P. Haizlip	4923 - Robert P. Ludden	5566 - Jeffrey D. Ryan	4173 - William E. White
3886 - Allen R. Carney	6562 - Thomas W. Hamilton	5092 - Daniel E. Macdonald	1818 - Elmar L. Saarniit	5151 - George F. White III
6378 - H. Clymer Cease Jr	4933 - Frederick B. Hammann III	4065 - Keith J. Marrero	5780 - Burrell F. Saunders	803 - Edgar C. Wiggins Jr
4401 - Richard D. Chang	3097 - Peter H. Hand	4473 - L. Michele Martin	3330 - John A. Schettig	3070 - Terri S. Williams
6697 - Anand K. Chaturvedi	1769 - John P. Hansen	5146 - Carl Massara	5377 - Roy B. Sears Jr	4378 - David M. Wilson
4474 - R. Caswell Cooke Jr	6205 - Jerry L. Harpole	5751 - Susan A. Maxman	4909 - Dominick L. Segrete	2740 - Gordon W. Windham Jr
5925 - Angelo P. Coolures	4115 - Franklin G. Hege Jr	1489 - Paul E. Mayeux	6493 - Brian D. Seufert	2768 - Ralph F. Witt
6428 - Samuel R. Cooper	3270 - Robert A. Herlihy	6200 - Paul R. Mayne	6383 - Navnitlal V. Shah	6002 - John K. Wolff
4550 - Barton K. Crandell	3196 - Phillip Herrington	6759 - Christopher Sean Mccarthy	5381 - Andrew N. Share	1071 - John A. Wurz
3604 - Daniel J. Crise	6366 - Glenn C. Higgins	3512 - William G. Mccuen Jr.	5227 - Richard G. Sharpe	5890 - Kevin B. Wyatt
5779 - John H. Crouse	6195 - David A. Hill	2455 - Newman C. Mcgarity	4712 - Virginia H. Shealy	6050 - Glenn Yates, Jr
5074 - Randolph R. Croxton	6477 - Charles M. Hirst III	4545 - Dennis J. Meacham	3945 - Robert F. Shore, Jr.	
		5755 - Robert L. Meckfessel	6154 - John E. Sicard	
		5021 - John W. Merritt II	6349 - Karen M. Sicner	
		1395 - Donald E. Miller	4650 - Jason L. Smith	
		3021 - Fred H. Minson III	6606 - David L. Smith Jr	
		6726 - Federico Montilla-L	1151 - Fleming W. Smith Jr	
		6468 - John J. Moore III	3578 - Robert F. Smutny	
		6695 - James F. Murfin	6401 - Craig A. Sommers	

## Disciplinary Action



**Max I. Gordon, Registered Architect, New York, NY,** agreed

to a Consent Order with the Board for providing false information on his 2003-2004 individual renewal form by claiming he had completed 12 hours of continuing education. The Consent Order provided for a Public Reprimand, payment of a \$500 fine within 30 days, and proof of completion of the required 12 hours of continuing education. This brings to a total of five the number of architects sanctioned for continuing education non-compliance in 2003-2004.

The results of a hearing on one other architect will be reported in the May 2005 newsletter along with results of the 2004-2005 continuing education audit.

The Board issued four **Letters of Caution** for various infractions including violations that occurred in other jurisdictions, registration violations, and holding out as an architect.

## Code Footprint— A Reminder

In early September, we mailed a letter to all architects licensed in South Carolina requesting input on the use of a Code Footprint for all structures in the state (except single-family residences). A copy of the Code Footprint was included with the letter and is available on our Web site.

If you have not yet responded, or if you have questions about it, please let us hear from you. Please send your comments to Administrator Jan Simpson at [simpsonj@llr.sc.gov](mailto:simpsonj@llr.sc.gov).

# Firms Must Have License

Reminder: If your firm practices architecture in South Carolina, the firm must also be licensed. Design documents with a firm name in the title block must be sealed with the corporate seal as well as with the seal of the individual architect.

Since 1974, South Carolina has licensed firms. If you are practicing architecture in South Carolina through a firm, as a firm's employee, the firm must be registered. Firm license periods are from January 1 until December 31. The license fee is \$100 annually. Firms must designate at least one South Carolina-licensed architect who will be "in responsible charge" of the firm's architecture work in this state. Design documents should be sealed with the individual architect's seal as well as the corporate seal. You may learn more about firm licensure and download forms and instructions at [www.llr.state.sc.us/pol/architects](http://www.llr.state.sc.us/pol/architects)

# Group Reviewing License Laws

Seven licensed architects and four board members comprise a newly formed Advisory Committee to review current architecture statutes for the purpose of suggesting revisions, deletions and additions. Their "homework" prior to the first meeting in August was to review NCARB Model Law, AIA Code of Professional Ethics, current Board statutes and regulations, and Board policies. At the all-day meeting, this hard-working group considered mandatory construction administration by architects (should it be required?), exemptions to the requirement to have an architect design certain buildings, incidental practice, unlicensed practice, and electronic seals and signatures. There will be one more meeting to discuss the Code of Ethics, providing free services, prototypical plans, and design/build options.

We welcome your comments on any of these or other topics and our current statutes. You may view/download current statutes and regulations at [www.llr.state.sc.us/pol/architects](http://www.llr.state.sc.us/pol/architects). Please send your comments by December 15, 2004, to Administrator Jan Simpson at [simpsonj@llr.sc.gov](mailto:simpsonj@llr.sc.gov).

# Low-Cost CE Classes Available

Need continuing education? Looking for low-cost opportunities to obtain quality CE for license renewal? For architects who reside in South Carolina or nearby, there will be three excellent continuing education activities in June 2005, co-sponsored by the Board, AIA/SC and other state agencies. The cost will be minimal, and we expect the programs will offer at least five hours of CE credits in health, safety and welfare topics. We plan to hold identical programs in Greenville, Charleston and Columbia, possibly one week apart. There will be more details in our May 2005 newsletter and brochures will be mailed as well.

# 15 Pass Architect Exam

Congratulations to the following individuals who recently passed the Architect Registration Examination:

- James M. Hubbard, Myrtle Beach
- Julia F. Martin, Charleston
- Watson L. Dorn, III, Greenwood
- Danielle R. Kovach, Charleston
- Daniel M. Roberts, Greenville
- William A. D'onofrio, Charleston
- Melissa Guthrie, Travelers Rest
- David Burt, Charleston
- Keith A. Jacobs, II, Spartanburg
- Tracy Lee von Trotha, Gig Harbor, WA
- Jennifer Gilmer, Mt. Pleasant
- Phillip Kenneth Huggins Jr., Mt. Pleasant
- Nicholas Winter, Charleston
- Joshua Caplea, Mt. Pleasant
- Ansley Manuel, Ridgeland

# Construction Administration Services Law

South Carolina Regulations require that you report **in writing** to the permitting authority and building owner if you are NOT hired to provide minimum construction administration services on a project.

Regulations 11-12.B.4 and 5 state:

(4) On a project where a building permit has been issued and the sealing architect and the firm of record have not been engaged to perform at least minimum construction administration services, as defined in subsection (5) below, the sealing architect and firm must report to the permitting authority and the building owner that he and the firm have not been so engaged.

(5) The minimum construction administration services expected of the sealing architect and firm deemed necessary to protect the health, safety, and welfare of the public shall be periodic site observations of the construction progress and quality, review of contractor submittal data and drawings, and reporting to the building official and owner any violations of codes or substantial deviations from the contract documents which the architect observed.

Elsewhere in this newsletter is a request for your comments on various topics, one of which is requiring that architects provide construction administration services. What do you think? Is reporting to the permitting authority that you are NOT providing these services sufficient to protect the public? Please send us your thoughts.

## Statistics

July 1, 2003 - June 30, 2004

- A. Registered Architects In-State 957**
- B. Registered Architects Out-of-State 2,288**
- C. Emeritus Architects In-State 38**
- D. Emeritus Architects Out-of-State 14**
- E. Registered Architectural Business Entities 1,048**



**S.C. Department of Labor, Licensing and Regulation**  
**Board of Architectural Examiners**  
 Post Office Box 11419  
 Columbia, SC 29211-1419

## Reminders

**The Board office will be closed for the following state holidays:**

- Thursday, November 11, 2004
- Thursday, November 25, 2004
- Friday, November 26, 2004
- Friday, December 24, 2004
- Monday, December 27, 2004

**The Board will meet on:**

- November 16, 2004
- January 26, 2005
- March 2, 2005
- May 4, 2005
- September 7, 2005
- November 15, 2005

**Applications Available on the Web**

You can now download board applications and instructions on the web. These forms can be accessed at [www.llr.state.sc.us/POL/Architects/](http://www.llr.state.sc.us/POL/Architects/). Click on "Forms/Pubs" then click on "Forms and Applications." If you have any questions regarding these forms, please contact Alice Richardson, Licensing Coordinator.

**Moving? Be Sure to Notify the Board**

We get many pieces of returned mail due to incorrect addresses. In many instances, the architect has moved but has not sent in his or her address change. This delays renewal notices or other important mail in reaching you. PLEASE remember to send us your change of address by fax, mail or e-mail. Unfortunately, we cannot accept address changes over the telephone. A change of address form can be downloaded from the Web at [www.llr.state.sc.us/POL/Architects/](http://www.llr.state.sc.us/POL/Architects/) or you may e-mail the information to the attention of Licensing Coordinator Alice Richardson at [richardsona@llr.sc.gov](mailto:richardsona@llr.sc.gov)

**Architects, Architectural Firms Listed on web!**

Architects and architectural firms currently licensed in South Carolina are listed on the Licensee Lookup Web site. Please check this lookup to make sure your licenses are up-to-date. This site is updated daily. The Web site address is [www.llr.state.sc.us/POL/Architects/](http://www.llr.state.sc.us/POL/Architects/) Click on "Licensee Lookup." If you have any questions regarding this site, please e-mail us at [richardsona@llr.sc.gov](mailto:richardsona@llr.sc.gov) or call us at (803) 896-4408.

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